

GERMANTOWN POLICE DEPARTMENT

POLICE OFFICER APPLICANT ORIENTATION

(REVISED 07/01/2007)

- I. The following are minimum standards for Police Officer applicants:
1. Must be at least 21 years of age.
 2. Must be a citizen of the United States.
 3. Must be a high school graduate or an acceptable equivalent and meet at least one of the following conditions:
 - a. Completed at least two years of college (48 semester hours or 72 quarter hours) with a grade point average of at least 2.0 on a 4-point scale.
 - b. A minimum of two consecutive years of experience as a full time, commissioned law enforcement officer with a record of exemplary service.
 - c. A minimum of four years of service in the United States Armed Forces with a record of exemplary service.
 4. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state law or city ordinances relating to force violence, theft, dishonesty, gambling, liquor or controlled substance.
 5. Must never have been discharged from any branch of the Armed Forces under other than honorable conditions.
 6. You must have a good driving record.
 7. You must possess a valid Driver License.
 8. Must fill out the **APPLICATION FORM** completely and return it to the City of Germantown, TN personnel office by the announced deadline.
 9. The documents listed below must be returned with your application.
 - ❑ A legible copy of your Birth certificate.
 - ❑ A legible copy of your Social Security card.
 - ❑ A legible copy of your Vehicle Operator's License.
 - ❑ A legible copy of your High School diploma or GED.
 - ❑ A completed and signed Authority to Release Information form *(Provided with the application for a background investigation).*

<p>NOTE: FAILURE TO PROVIDE THE DOCUMENTS LISTED ABOVE WILL RESULT IN YOUR APPLICATION NOT BEING PROCESSED AND YOU NOT BEING CONSIDERED FOR EMPLOYMENT!</p>
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II. The documents listed below must be included in your application if you served in the military, attended/ graduated from an accredited university/college, or have prior law enforcement experience:

- ❑ A legible copy of your Armed Forces Discharge certificate and DD Form 214.
- ❑ A legible copy of your College diploma and transcripts.
- ❑ Acceptable certified proof of a law enforcement officer's commission from the State of Tennessee's P.O.S.T. Commission or equivalent Commission from another state.

1. Must submit to a **BACKGROUND INVESTIGATION** that may include police records, driving records, credit records, school records, medical records or any other pertinent records. (*Former employees, associates, neighbors, and classmates may be contacted.*)
2. You must be able to perform all essential functions as described in the job description for Police Officers of the City of Germantown as well as meet all state requirements as established by the Peace Officer Standards and Training Commission for the State of Tennessee.

IF APPLICANTS MEET ALL REQUIREMENTS AND ARE SELECTED TO CONTINUE IN THE EMPLOYMENT PROCESS APPLICANTS MUST SUCCESSFULLY COMPLETE THE FOLLOWING STEPS.

3. Must undergo an **ORAL INTERVIEW** conducted and evaluated by a panel of police department members.
4. Must successfully complete a **POLYGRAPH EXAMINATION**.
5. Must successfully pass a **PHYSICAL EXAMINATION** by a medical doctor approved by the City of Germantown.
 - a. Must be in good physical condition with height and weight reasonably proportioned, and with no physical or mental handicaps that would impair, or prevent, carrying out the duties of a Public Safety Dispatcher/Jailer.
 - b. Eyesight must be 20/20 or correctable to 20/20. Uncorrected vision may be a maximum of 20/80.
 - c. Normal color perception is required– NO COLOR BLINDNESS. (*Vision requirements may be tested and confirmed by a professional examiner approved by the City of Germantown.*)

6. Must successfully pass a **PSYCHOLOGICAL EXAMINATION** and obtain a minimum score of ninety (90) on the intelligence portion.
7. Final selection for employment will be subject to approval of the Chief of Police and the City Administrator.

III. Benefits

1. Salary:

Title	hourly	yearly
a. Police recruit	\$13.21	\$29,214.47
b. Police Probationary	\$15.43	\$34,102.98
c. Police officer I.	\$18.00	\$39,788.19
d. Police officer II.	\$19.26	\$42,573.08
e. Police officer III.	\$20.61	\$45,553.87
f. Police officer IV.	\$21.64	\$47,830.86
g. Police officer V.	\$22.72	\$50,222.34

2. After six (6) months you will be credited six (6) sick leave days.
3. You will then earn sick leave at the rate of one day for each month worked.
4. You will become eligible for a bonus day off for periods of four months in which you do not take off sick.
5. Paid vacation is prorated during the first year of employment. Employees with one to five years of service will receive ten vacation days per year. After five years of service, you will gain one vacation day for each additional year of service with a maximum of thirty days per year.
6. Employee and dependent medical benefits are paid partially by the employee.
7. The City pays short and long-term disability.
8. You will receive ten paid holidays per year. Police Officers are paid double-time when they are scheduled to work on holidays.
9. Funeral leave of three days is allowed for death in your immediate family.
10. You will receive a minimum of \$50,000 life insurance coverage paid for by the City.
11. The City provides uniform, equipment, and weapons. After the first year, Police Officers receive a clothing allowance to replace uniforms.

12. You will have a choice of overtime pay or accumulated time at the rate of time and one half for all overtime or court time worked in excess of 42.5 hours per week.
13. Full-time employees with six months continuous service may qualify for the City Educational Assistance Plan, which provides a maximum of \$1600.00 per year tuition and fees on job related courses.
14. Retirement contribution of 6.85% of salary is required.

IV. Training

1. You will be issued a service pistol and receive firearms training immediately upon employment.
2. You must successfully pass a firearms course and qualify with your service weapon and shotgun prior to carrying them on or off duty.
3. You must be able to maintain proficiency with these weapons and qualify with them as required throughout your employment.
4. You must be able to tolerate and not display an allergic reaction to Chemical Mace used by the department.
5. You will be sent to the [Tennessee Law Enforcement Training Academy](#) in Donelson, Tennessee or the [Memphis Police Department Training Academy](#) for basic training as soon as scheduling will permit.
6. You must successfully complete and pass the Academy courses to be certified as a Police Officer in Tennessee.
7. Upon completion you will receive 11 weeks of on-the-job training by riding with a Field Training Officer and will not be released until you demonstrate the ability to work alone and responsibly in a patrol car.
8. You must attend and complete a minimum of forty hours of In-Service training annually.

V. General

1. You will normally be required to work 42.5 hours per week.
2. You will be compensated for any overtime work by your choice of pay or accumulated time; both compiled at the rate of time and one half.
3. The current work shift hours are 5:45 a.m. until 2:15 p.m., 1:45 p.m. until 10:15 p.m., and 9:45 p.m. until 6:15 a.m.
4. Officers are assigned to the various shifts in accordance with the requirements dictated by the workload and for the most efficient operation of the department.
5. Whenever possible, the shifts may be bid for on a basis of seniority; however, this is not a binding policy or guaranteed right.
6. All employees are assigned to their shifts at the discretion of the Chief and may change or become permanent without notice.
7. Days off may, or may not, change from month to month.
8. You may be required to work on holidays.
9. You must submit a written request to the Chief of Police and receive written approval prior to engaging in any off-duty business or employment.

The City of Germantown and the Germantown Police Department comply with the [American with Disabilities Act](#) and the [Equal Employment Opportunity Act](#).